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InfoReach

A Resource Center Bulletin

INFOREACH

InfoReach is the newsletter of the Resource Center at the Office of Training and Employment Policy. Published every other month, InfoReach highlights special Resource Center projects, updates users on newly acquired materials and notes new publications in employment and training. In addition, InfoReach provides full bibliographies of printed resources available on topics of interest (see, for an example, the Day Care Bibliography in this issue).

InfoReach is designed to help keep Massachusetts employment and training professionals up to date on the Resource Center's services and the types of information the Resource Center can make available. If you have questions about InfoReach or suggestions for articles, please call Juli Kugelman at (617) 727-7268.

CHILD CARE CONFERENCE

In February, the Office of Training and Employment Policy sponsored a child care conference for Service Delivery Area Directors and Private Industry Council Executive Directors. Dubbed "Cutting the Day Care Deal," the conference provided SDAs with information and a forum to explore options, availability of funding, and cooperative arrangements necessary to develop and establish viable child care programs.

Associate Secretary Catherine N. Stratton opened the conference by stressing that child care must be a key element in the training and employment of workers -- it is a solution to a major economic issue.

Moderator Pat Cronin, Special Assistant to Secretary Evelyn Murphy, spoke about the corporate child care initiatives that the Executive Office of Economic Affairs has supported, and stressed the need for public-private collaboration in establishing day care programs. (Continued on page 2)

RESOURCE CENTER

With this issue of InfoReach, the Resource Center "goes public" and officially opens its doors for business. Designed as a one-stop source of information for the Commonwealth's employment and training system, the Resource Center expects over the coming months to be able to provide quick access to information on model programs, funding resources, and sources of technical expertise. In addition, the Resource Center will have a growing collection of materials on special topics of interest such as Day Care, Grantsmanship, Youth Competencies or Older Workers. (Continued on page 2)

InfoReach is a publication of the Massachusetts Office of Training and Employment Policy, Partnership Center. It is published bi-monthly through the Resource Center. For information or subscriptions, contact: Juli Kugelman, Resource Center Coordinator, at (617) 727-7268.

MAY 1985

CHILD CARE CONFERENCE CONT'D

Presentations were made by: Harry MacCabe (Acting Director of North Shore Employment Training) and Ruth Fried, on the Job Options, Inc. (JOI) Child Care Center; Carol Dorris, an Employment Specialist with People Acting in Community Endeavors (PACE), talked about operating a resource and referral network; William Morris (Director of Administration at the Berkshire Training and Employment Program) joined with Ann Nemetz-Carlson of Child Care of the Berkshires to speak on the topic of Intergenerational Child Care; Lee Fremont-Smith, the President of Transitional Employment Enterprises, Inc., explained the training, licensing, and monitoring of child care providers; Sheila Balboni, who is associated with the Child Care Circuit, prepared a description with Marie Sweeney on child care program set-up; and Ronnie Sanders of the Department of Social Services, advised on funding and the Voucher Day Care Project that she directs.

For more information on the Child Care Conference, contact Vincent Lopes at the Office of Training and Employment Policy, (617) 727-7268.

RESOURCE CENTER CONT'D

Finally, through its own collections and those of other area libraries and organizations, the Resource Center will be able to provide reference and referral services -- answering questions on how to find information, locating books and articles, identifying sources of expertise -- for employment professionals and PIC members in the state's JTPA system.

Right now, as its programs are developed, the Resource Center can offer users several specific services. Information and materials are now on hand on fundraising, day care and youth entrepreneurial development programs, including foundation and corporate giving directories and how-to-books on day care. The Resource Center also has access to additional materials through the state library, local special libraries, state agencies and national organizations. State and local professionals and PIC members are encouraged to call the Resource Center between 9:00 A.M. and 5:00 P.M. Monday through Friday. We will do whatever we can to answer questions or find needed materials. As new materials and services become available we will announce them in InfoReach.

The Resource Center is part of the Partnership Center, the technical assistance and training arm of the Office of Training and Employment Policy (OTEP). The Office of Training and Employment Policy is the state agency responsible for the administration of the Job Training Partnership Act in Massachusetts and for oversight of a broad range of employment and training programs operated through a statewide system of Private Industry Councils and Service Delivery Areas. The Partnership Center provides that system with program development and technical assistance in areas ranging from marketing and fundraising to youth employment and program evaluation.

For further information on the Resource Center, the Partnership Center or OTEP, please call Alan Melchior or Juli Kugelman at the Resource Center, (617) 727-7268.

INFORMATION SHARING NETWORK

Since its beginning, the Resource Center has actively worked for increased cooperation and information sharing among agencies, libraries, and other resource centers involved in the areas of employment, training, and vocational education. Our goal has been to simplify access to information and enable JTPA professionals to find out about programs and information sources in other organizations.

As part of this effort, the Resource Center has played a major role in setting up the Information Sharing Network. In late Fall of 1984, representatives from state agencies and non-profit organizations were asked to attend a preliminary meeting on information sources in education, training, and employment. The response to this call was outstanding. Representatives from over 30 public and nonprofit agencies attended.

The initial meeting underscored a real need and interest in sharing information. Participants were surprised to discover what resources, programs, and information were available and to find out that others were equally interested in the materials and expertise they could provide.

As a direct result of that meeting the Resource Center, working with representatives from other agencies, took the lead in compiling a comprehensive directory listing key employment and education-related agencies and the types of information they have and are willing to make available.

The limited first edition of the Directory was distributed to OTEP staff, SDAs, and agencies participating in the Resource Sharing Network. The supply now has been exhausted. A second edition is expected to be available early this summer.

NJTP ELECTRONIC MAIL NETWORK

The National Job Training Partnership, Inc. (NJTP), is sponsoring a pilot computer communications project. Using an electronic mail system set up by Compuserve, a commercial database and electronic mail vendor, the NJTP now links the Massachusetts Office of Training and Employment Policy with approximately 50 other state and local agencies. Participants converse with one another via a series of "bulletin boards" and "mailboxes." Through this system messages and requests for information can be quickly transmitted and answered.

The NJTP system has already proven useful. The NJTP, state agencies, and SDAs can announce new publications and programs or request information from colleagues on specific topics. (For example, questions submitted into the system may ask: "What is allowed as a Title III match?" or "Does anyone have sample marketing materials.") The ability to reach a multitude of users with a single announcement is one of the major benefits of this program.

The Resource Center would like Massachusetts SDAs to be able to benefit from its participation in the Partnership's Electronic Mail Network. If an SDA has a question or an announcement to be posted, call the Resource Center at 617/727-7268 and speak with either Alan Melchior or Juli Kugelman.

SIMMONS INTERNS

During the Spring semester, the Resource Center has been lucky to have the services of two students from the Simmons College Graduate School of Library and Information Science. Both Robin Dailey and Jean Koch served as Student Interns in conjunction with their coursework in Professor Jim Matarazzo's class in special library management. Robin, who graduated from Hartwick College, currently holds a part-time library job at Harbridge House, a Boston consulting firm. Jean is employed as a library assistant in the Massachusetts State Library. She attended Appalachian State University and will soon be relocating to the Washington, D.C. area. Both students will be receiving their Master's degrees in August.

Jean and Robin provided invaluable assistance in developing the Day Care Bibliography and helped establish a magazine and professional journal subscription list for the Resource Center. We thank them for their work and wish them the best in their future careers.

BIBLIOGRAPHY INTRODUCTION

For our first issue we are highlighting Day Care. This bibliography was originally prepared to support the February OTEP Child Care Conference. After substantial revision and updating, the version presented here represents a more concise and focused listing of periodicals and books.

An InfoReach bibliography will be a regular feature in each issue. Some of the topics we hope to be covering in the future will be Youth Entrepreneurship, Youth Competencies, and Non-Traditional Jobs for Women. Any suggestions for additional topics, recommendations of worthy books and articles, or requests for additional copies of bibliographies should be directed to Juli Kugelman at the Resource Center, (617) 727-7268.

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RESOURCE CENTER

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OFFICE OF TRAINING AND EMPLOYMENT POLICY

A YEAR AFTER JTPA: PARTICIPANTS STILL DOING WELL

The Center for Survey Research at the University of Massachusetts/Boston recently completed the first set of what will become quarterly follow-up reports for OTEP on the SDAs. The reports provide exciting evidence that JTPA in Massachusetts is successful, not only in finding high quality employment for its participants, but also in providing them with the workplace and occupational skills that allow them to continue to do well in the labor market after the program. The report's major findings are highlighted below.

- 91% of adults who were placed in jobs by JTPA still were employed a year later.
- 83% of youth who were placed in jobs remained employed a year later.
- Retention does not vary to any degree by age, race or sex.
- A year after leaving JTPA, job placed terminees who were working had an increase of over 65 cents an hour from placement wages, or an increase in annualized earnings of over \$1300 year.
- Employment increases dramatically during the year after participation. 68% of adults had jobs when they left JTPA. A year later 77% were employed.
- More than 63% of welfare recipients had not worked at all during the year prior to enrolling in JTPA. 13-weeks after leaving the program, 62% of all adult welfare recipients and 87% of job-placed adult welfare recipients were still working.
- A year after leaving JTPA, job placed terminees who were working were earning

IN THIS ISSUE

We're Looking Different1
A Year After JTPA: Participants Still Doing Well1
Employer Challenge Grants1
Mark Your Calendar2
OTEP Comings and Goings2
Information Exchange3
Disabilities and Employment6
Placement Wages on the Rise7
Marketing Strategies for Successful Job Development7
The Resource Center8
Pregnant and Parenting8
Teenagers Bibliography9

approximately \$270 per week, an annualized income of almost \$14,000.

In each addition to the tables prepared by the University of Massachusetts each SDA received detailed, computer coded results from surveys conducted with

continued on p. 6

EMPLOYER CHALLENGE GRANTS

Through the 3% Older Worker Grants, the Office of Training and Employment Policy sponsors innovative program models designed to build the job training system's capacity to serve mature workers, expand practitioner knowledge, and increase employer involvement. To further encourage business participation, OTEP has developed special Employer Challenge Grants to support programs that require SDAs to recruit employers first, then create training programs to fit their labor force needs. Early in 1987 OTEP funded six unique year-long programs designed to encourage employers to change workplace practices and adapt to the needs of older workers. Those programs that have already conducted business roundtables report that the sessions have made promising inroads towards favorably changing employer

continued on p. 8

WE'RE LOOKING DIFFERENT

In the last two years, InfoReach has grown from a casual, two-page flyer into a substantial newsletter for the Massachusetts employment and training community. Each issue now includes information on job training programs across the state, reports on recent and upcoming conferences, notes on the performance of the state's JTPA system, summaries of the bi-monthly Information Sharing Network meetings, a calendar of events and listings of publications on such topics as youth employment, fundraising, case management and day care.

New content deserves a new look. In recognition of InfoReach's expanding role, we have redesigned the masthead and joined the world of desktop publishing. These changes reflect our commitment to making InfoReach an increasingly valuable (and easy to read) resource for Massachusetts employment and training practitioners. If you have any suggestions for articles, events you want listed on the calendar, or if you would like additional copies of InfoReach, please contact the OTEP Partnership Center at (617) 727-2252. □

OTEP COMINGS ...

Since the first of the year:

David Byrne has joined the OTEP staff as Management Analyst for Special Projects. David has worked as a consultant on local monitoring projects for OTEP in the past.

Stuart Glass joins OTEP as Program Coordinator for Special Projects. Previously, Stuart was a planner for the Brockton Area PIC.

William Harris, Manager of Human Resources at the Berkshire Training and

Employment Program, will be on loan to OTEP for up to two days a week to work with interested SDAs on youth competency systems, case management and assessment.

Paul Rezukey has begun working at OTEP as the Program Coordinator for the Western Region. Paul was the planning coordinator at the Southern Worcester SDA.

...AND GOINGS

Sean Anderson, Monitor Supervisor at OTEP for the summer program, is joining the planning staff of the Southern

Worcester SDA.

Jack Crowley, an executive on loan to OTEP from IBM for the past year, is moving on to a mixture of retirement and real estate ventures.

Alan Melchior, OTEP's Resource Center Manager, is joining the staff of the Center for Human Resources at Brandeis University. □

SDA DIRECTOR CHANGES

Kristina Dower has been appointed President of the Office of Job Partnerships at the New Bedford/Cape Cod & Islands SDA. Previously, Ms. Dower was the Director of the Montachusett Region PIC.

Patricia Gilbert has been appointed the Director of the Montachusett Region Private Industry Council. Ms. Gilbert was formerly the Director of the Louisville/Jefferson County SDA in Kentucky. □

MARK YOUR CALENDAR

May

6-20th Assessment Training Sessions

- **Northeast Region:** May 6-7, Days Inn, Framingham, 8:45 a.m. - 4:00 p.m.
- **Western Region:** May 12-13, Northampton Hilton, Northampton, 8:45 a.m. - 4:00 p.m.
- **Southeast Region:** May 19-20, Holiday Inn Brockton, 8:45 a.m. - 4:00 p.m.

14th SDA Director's Meeting

27th Operations Workgroup Meeting

June

2nd Governor's Barriers Conference - Worcester (Central MA)

11th SDA Director's Meeting

15-19th NAB Executive Seminar for Job Training Professionals, Chicago, Illinois.

22-23d Building Self-Sufficiency for Young Parents, Best Western Royal Plaza Hotel, Marlborough.

24th Governor's Barriers Conference - Western MA

24th Operations Workgroup Meeting

For information on Calendar items, contact Patricia Smith at OTEP, at (617) 727-2252.



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Information Exchange

In Massachusetts, the Job Training Partnership Act's 8% Education Coordination Grant funds innovative programs linking education and employment for disadvantaged youth and adults. The Information Exchange in this issue of InfoReach highlights 8% programs in seven Massachusetts SDAs, illustrating a variety of approaches to meeting education and employment needs through coordinated services.

Boston SDA

In an effort to significantly reduce the dropout rate in city schools, the Boston Private Industry Council has expanded the Compact Ventures program to 10 Boston high schools, five of which are partially funded through 8% dollars. For the past two years, ninth graders in Governor's grant pilot projects at English and Dorchester high schools have realized dramatic improvements in attendance, punctuality, discipline and basic skills. The comprehensive Compact Ventures program includes reorganizing classrooms and schedules to cluster targeted potential dropouts, provision of counseling, basic skills remediation and tutoring, career education, job placement, incentive programs to help participants attain program goals, and oversight of the students' progress through case management. Every site has hired a remediation specialist to oversee the in-school tutoring program, as well as a case manager and an outreach worker who broker services with community agencies, provide individual counseling and open the lines of family communication. Each Ventures location seeks a corporate "sponsor" that can support incentive programs or provide guest lecturers for world-of-work discussions. PIC staff have high expectations that all the Compact Ventures programs will evolve successfully, but they acknowledge that it

has been a formidable challenge to expand the program on such a large scale. However, the high degree of commitment from the individual schools, affiliated community agencies and the Ventures staff promise freshmen participants a positive school experience. For more information, contact Cheryl Crawford, Boston PIC, (617) 423-3755.

For the past two years, ninth graders in Governor's grant pilot projects at English and Dorchester high schools have realized dramatic improvements in attendance, punctuality, discipline and basic skills.

— Boston

Brockton SDA

For the past three years, Project Climb has provided a separate alternative junior high school for at-risk youth in Brockton. The goal of the program, which provides a mix of education, work experience and 24 hour counseling, is to encourage participants to stay in schools and improve their skills so that they will become more employable. Candidates are recruited from recommendations offered by school counselors, probation officers, and others directly involved with the youth. A strong case management component provides coordination of services, counseling and follow-up for each participant.

Brockton is also a Commonwealth Futures site. The Futures program, Partners for Brockton Youth, builds on Project Climb's collaboration between the PIC, the school system and the Brockton "Y" in expanding the Project

Climb concept to both junior and senior high school levels. The new program includes components for junior high school students who need less intensive supervision and counseling and for students in Project Climb making the transition to high school. For additional information, contact Christine Karavites, Brockton Area Private Industry Council, (617) 584-1887.

Franklin/ Hampshire SDA

The Franklin/Hampshire Employment and Training Consortium (F/HETC) is using 8% Educational Coordination Grant money for a well-received, three year old individualized literacy training program. Providing basic education, GED preparation, along with educational and job counseling to both youth and adult clients, this

program is one of only two that are combatting the problem of illiteracy in Franklin and Hampshire counties.

This year, approximately 50 students are taking part in the project at three separate locations. The SDA uses a variety of recruitment tools to inform area residents about the program; however, word-of-mouth has proved to be the best method of attracting students. According to Jim Parcels at F/HETC, one of the major reasons for the program's success is that classes are not held in a school — the scene of past educational failures — but in a relaxed, cooperative atmosphere where students, instructors and tutors (some of whom are former students) can work together. The program also offers flexible hours and provides extensive tutoring. Child care is made available to parents. The Literacy Project and the Continuing Education Division at Greenfield Community College are overseeing the training. For additional information, contact Jim Parcels,

Franklin/Hampshire Employment and Training Consortium, at (413) 774-3182.

Hampden County SDA

Since 1984, the Hampden County Employment and Training Consortium has operated Project ACCES (Advancement Through Coordinated Community Educational Services). A two-part program, ACCES aims at increasing the high school completion rate and providing work experience for in-school youth and, through a community component, at raising the educational level of school dropouts to prepare them for occupational training or unsubsidized jobs. At the in-school program, at-risk students from four Springfield area school systems first attend 4-6 weeks of competency-based pre-employment skills development workshops conducted by SDA staff. By December, they transition into highly supervised worksites at local public agencies, school offices and businesses for 10 hours per week through mid-May. More than 50% of the students eventually secure private sector jobs during the year. Requiring students to be in classes in order to work their afternoon jobs has had a positive effect on school attendance. The teens also receive counseling and remedial services when necessary to maintain passing grade levels during the program. The active participation of the schools in planning the program, monitoring student progress and attracting highly competent counselors has been instrumental to ACCES' continued success.

ACCES' out-of-school component, for dropouts with lower than a fourth grade educational level, is operated in cooperation with the Massachusetts Career Development Institute, the Puerto Rican Cultural Center and the Springfield Action Commission. The program emphasizes computer-aided instruction for basic math, reading comprehension,

vocabulary development and English-as-a-Second Language instruction. Services are individualized, and each site determines the degree of flexibility for tutoring sessions. According to Dr. Tom O'Connor, Project Manager for ACCES, the implementation of a formal case management system for both components has been a major development this year. Close to 100 people have participated in each component of Project ACCES in 1986-87. For more information, contact

The high caliber of tutors and counselors has resulted in over-enrollment this year without a decline in service quality

— Lowell

Margaret Manzi, Hampden County Employment and Training Consortium, at (413) 781-6900.

Lowell SDA

The Office of Employment and Training's Student Support Program offers remedial instruction and counseling to improve basic skills and elevate the literacy levels of close to 200 at-risk students in Lowell. At three junior high schools, several teachers and guidance counselors tutor the participants after school on a set schedule, approximately three hours per week. Two high school-aged tutors, recruited through recommendations from their junior high and high school teachers, return to their former schools and receive \$4.50/hour to assist the instructors. At Lowell High School, the administration has established an in-school tutoring center that is staffed by two full-time tutors, including a Cambodian instructor newly hired by the SDA. Students incorporate study sessions into their regular class schedules one to three hours weekly.

High school participants in the Student Support Program, as well as other eligible students not enrolled in Student Support, can also choose the after-school Computer Connection program as an elective. This year more than 55 students have demonstrated excellent attendance while using the Apple IICs to further improve their basic skills, supplement coursework in history and geography and learn the fundamentals of computer literacy. Highlights of the Student

Support program include the close cooperation of school officials, who have continually encouraged teacher involvement and, since the Computer Connection began in early 1985, have taken the unusual step of granting 1 1/2 credits for successful completion of the after-school program. The high caliber of tutors and counselors has resulted in over-enrollment this year without a decline in service quality, and counselors at the junior high schools have

personally helped improve attendance rates by transporting home some students who live far from the tutoring sites. To augment the program in future cycles, SDA staff hope to add prevocational and part-time employment components, expand eligibility and hire a person solely responsible for recruitment and follow-up. For more information, contact Vincent Fumaro, Lowell Office of Employment and Training, at (617) 459-2336.

Lower Merrimack Valley SDA

The Lawrence Department of Manpower and Training Development's Career Pathways program addresses a range of education and employment problems through three programs offering computer literacy and training in small engine repair for in-school students and remedial English for high school graduates. The Computer Connection, operated by the Lawrence High School, provides an introduction to computers, labor market orientation and career counseling two afternoons a week to high school students

performing below grade level. The small engine repair program is run after school at Lawrence's alternative high school for students who have behavioral problems and are not doing well academically. Using a competency-based curriculum, the course provides hands-on experience repairing simple and eventually complex engines. Participation is closely tied to attendance and academic achievement during the school day — a student must get his or her teacher's permission every day to attend the popular afternoon program. Career Pathways' College Entry program, operated by Northern Essex Community College provides intensive remedial English, academic counseling and peer tutoring for primarily Hispanic high school graduates hoping to enter one-year certificate or two-year degree programs. Students receive assistance in grammar, writing, oral reporting and other skills needed to make the transition into higher education.

While taking different approaches, all three components of Career Pathways focus on helping young people succeed in a school setting by building skills and self-esteem. In the small engine repair program, for example, "kids feel they are really accomplishing something," noted DMTD's Kim Shottes. The after school programs also help students make the

connection between their behavior in school and their options outside. Finally, a critical element in all three components was the expertise and involvement of the participating schools — particularly the Special Education Department in Lawrence and the Academic Support Center at Northern Essex Community College. For more information, contact Kim Shottes, Department of Manpower Training and Development, (617) 683-9963.

One of the keys to the program is the assessment process because it helps both students and dropouts become aware of their strengths

— New Bedford/Cape Cod & Islands

New Bedford/Cape Cod & Islands SDA

The Office of Job Partnerships has created two Career Development Centers — one-stop centers that provide individualized assessment, remediation and career planning services to in-school youth with academic deficiencies and to high school

dropouts.

Located at New Bedford High School and the Cape Cod Regional Technical High School, the Centers serve nearly 400 young people from 21 school systems and from the Division of Youth Services, the Department of Social Services and other human service agencies. The goal of the program is to provide the counseling and remediation (using the Comprehensive Competencies Program at the SDA's learning centers) that at-risk

students need to stay in school and that out-of-school participants need to gain employment or enroll in further education.

According to Pat Mitrokostas at OJP, one of the keys to the program is the assessment process because it helps both students and dropouts become aware of their strengths and realize that there are options available for them. The program as a whole offers important new options in the region,

Mitrokostas also noted,

providing students and schools an alternative to dropping out or entering special education classes. The result is services for many who would not otherwise have been served at all. For more information, contact Patricia Mitrokostas, Office of Job Partnerships (Hyannis), at (617) 771-0141 or (800) 352-3153. □



Disabilities and Employment

Employment and training programs can effectively serve individuals with disabilities. That was one of the messages of the recent Information Sharing Network meeting on disabilities and employment.

Stephen Shestakofsky, Executive Director of Massachusetts Project With Industry, a direct placement program serving job ready people with disabilities, opened the session by noting that employment programs for individuals with disabilities have been functioning successfully in education and the JTPA system. While the disabled have some special needs, he

programs with Unitrode, Honeywell, Canteen Corporation and other firms provide up to three years of supported work training in electro-mechanical assembly and food services, with 75-80% of program graduates going on to jobs. Howley noted that the initial approach to a company was often difficult, but once in, it was easy to prove the effectiveness of the training and the reliability of program participants.

JTPA has been a critical funding source for janitorial and microfilm operator training programs for mentally retarded adults in southeastern Massachusetts.

The final speaker, Lee Segal from the Information Center for Individuals with Disabilities (ICID), talked about resources and lessons. If you are working with the disabled, she noted, there are many kinds of information and assistance available, including information on accessibility, support services, equipment for people with impaired vision or hearing, etc. ICID can provide much of that information or referrals to appropriate agencies (800/462-5015). The primary lesson for training and placement programs, she suggested, is to ask the person with the disability what he or she needs to work. Often accommodation is easier than you imagine.

While the disabled have some special needs, so do most of the disadvantaged men and women served by the job training system ... there are more similarities than differences — all face problems entering the economic mainstream.

argued, so do most of the disadvantaged men and women served by the job training system. Having worked with ex-offenders, welfare recipients and the disabled, he said, "there are more similarities than differences — all face problems entering the economic mainstream."

William Howley then spoke about the role of vocational training in helping special needs students move from school to work. Since the late 1970's, the Greater Lawrence Educational Collaborative (GLEC) has been providing industry-based training to developmentally disabled young people aged 14-22. The idea behind the program is to provide training before age 22 so that participants can go on to jobs when they leave school. GLEC's training

According to Gary Gomes, the Bristol County Training Consortium had initially rejected funding the programs because the planned wages were too low. But increased placement wages and use of a performance-based contract made the programs feasible under JTPA performance standards. For the program operator, Attleboro Enterprises, according to Jerry Pilkington, the key was creativity in financing. Attleboro Enterprises established a janitorial service business that hired some of the program graduates and generated income for support services not covered by JTPA funds. The result has been programs that have served a special population and provided good public relations for the SDA while meeting JTPA wage, cost and placement standards.

For information on the Network session, contact the Partnership Center at OTEP (617/727-2252). □

NETWORK MEETINGS ON VIDEOTAPE

For those who could not get to Boston, the Information Sharing Network sessions on Adult Literacy, Career Planning Resources, and Disabilities and Employment are available on videotape through OTEP's Resource Center. To borrow a copy, call Juli Harris at (617) 727-2252. □

A Year After JTPA, continued from page 1

former clients. Several SDAs have begun working with OTEP staff to analyze this data using the statistical processing capabilities of the automated management information system. Other SDAs are encouraged to join in this effort. For more information, contact Steve Marcus at OTEP, at (617) 727-2252. □

Placement Wages on the Rise

The wages received by people leaving JTPA programs in Massachusetts are higher than ever before. Adult Title II-A wages in the quarter ending in December 1986 averaged \$6.13 across the Commonwealth (see chart). This is the highest average wage in any quarter since the start of JTPA. The high wage level is the most recent step in a steady improvement in wage levels, which has seen participants' wages rise by \$1.10 an hour since the first quarter of JTPA. The \$6.13 wage is \$1.21 over the national average adult placement wage for the last full program year.

wages which were higher than the wages for non-welfare adults.

Through the second quarter, wages for adult minority terminees were 97% of the wages earned by white terminees entering employment. Female placement wages were 94% of male wages. Though these differences are relatively small, the percentage difference is based on an increasingly higher wage; thus absolute differences are increasing.

When pre-JTPA wages are compared to placement wages, preliminary evidence

MARKETING STRATEGIES FOR SUCCESSFUL JOB DEVELOPMENT

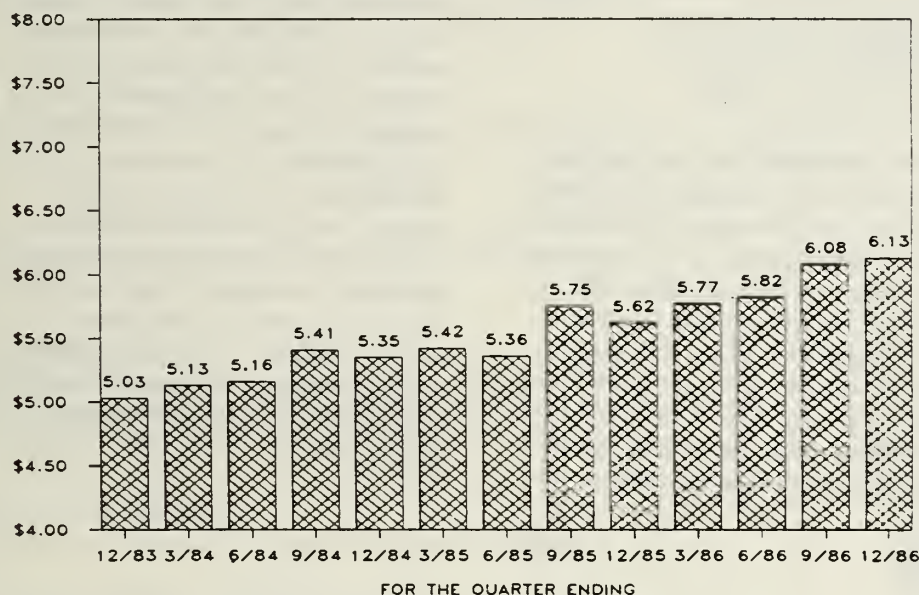
Staff with job development and placement responsibilities from three SDAs recently got together for a joint training session on job development and marketing. Entitled "Marketing Strategies for Successful Job Development" the session was hosted by the Montachusett Region Private Industry Council, Inc. (MRPIC) in Gardner. Also participating were staff from the Fall River and the New Bedford SDAs. The training was conducted by Boston-based Nelson G. Newton of Newton and Associates. The training session was held as a direct result of a request from MRPIC to OTEP for assistance in obtaining staff training for newly hired job developers.

The objectives of the training were to (1) foster an understanding by the participants of the basics of marketing and how they can be applied to the job development process; (2) to explore ways to bring together the "job dreams" of JTPA clients with the reality of the job market and methods to motivate the jobs search; and (3) to promote the exchange of ideas, techniques and strategies for future actions. The training also served as confirmation that much of what the job developers were already doing is "right on target."

By focusing on the fundamentals of job development and marketing the training served as a "refresher course" for some while at the same time provided an opportunity for all to gain some additional insight into successful job development for economically disadvantaged individuals. The training included such topics as: The Classic 5 P's (and 2 New P's) of Marketing; The Client Market and The Employer Market; Fit and Non-Fit; Market Map in a Labor-Shortage Economy and; OJT; Special Job Development Marketing Issues, as well as others.

For more information, or to discuss a similar session in your area, contact Vincent Lopes at OTEP, at (617) 727-2252. □

Adult Placement Wages, Title IIA



Wages throughout the system reflect the high average wages for adult terminees. Average adult welfare wages were \$6.01 and youth wages \$5.20. Both of these wages were also new JTPA highs in Massachusetts. The high statewide averages are the result of strong performance at the Service Delivery Areas. Eleven SDAs had adult placement wages over \$6.00 for the first two quarters, and one had an average wage over \$7.00. Five SDAs had adult welfare

suggests that wage gains are greater for the groups with lower wages. Female wage gains are several times larger than those of males. Hispanic wage gains from pre-JTPA to post-JTPA jobs are almost twice those of whites. Though females and Hispanic terminees end up with lower wages, JTPA appears to have narrowed the gap.

For more information, contact Steve Marcus at OTEP (617) 727-2252. □

RESOURCE CENTER

The OTEP Resource Center has become a valuable source for employment and training information for planners, program managers, counselors and other job training practitioners in Massachusetts. This brief description offers a current overview of the some of the Resource Center's services and activities.

One of the Resource Center's most useful services has been the bibliographies which are published in InfoReach. Each bibliography lists books and articles that provide helpful background and specific "how-to" information on employment-related issues. Copies of all the materials listed in the bibliographies are available on loan from the Resource Center. Bibliographies featured in past issues of InfoReach are still available. The topics are: summer youth programs, youth employment, non-traditional jobs for women, case management, fundraising, and child care.

The Resource Center has also made a shift to online services. SDA staff can now use computers on the MIS system to log-on to the Resource Center database. Through this online connection, catalog listings of materials available on loan can be quickly and easily accessed by subject area, author's name, or title of the document—a simple and convenient way to explore some of our offerings! In addition, the Resource Center will soon be inaugurating our new SDA Phone

Link, the answer to the constant questions: "Who does what at other SDAs?" The SDA Phone Link will provide a full listing of OTEP and local staff by function and by special programs. It is designed to help SDA staff develop connections within the Massachusetts JTPA system and to promote the exchange of ideas, information and assistance.

The bibliography in this issue is on pregnant and parenting teenagers. To request copies of materials listed, or to find out about the Resource Center's services, contact Juli Harris at (617) 727-2252. □

JOIN THE SDA PHONE LINK

Listing forms that SDA staff can use to have their names included in the Phone Link directory were recently distributed to every Massachusetts SDA. If you have not yet received a form, check with your SDA director. If you have received a form, complete it TODAY so that you can become part of Massachusetts' first online directory of SDA staff. For information about Phone Link, contact Juli Harris at the Resource Center. □

Employer Challenge Grants, *continued from page 1*

attitudes.

Challenge grant training programs span a wide range of occupations. The South Coastal SDA and Jewish Vocational Services are conducting a competitive selection of finance industry companies to determine which will have access to a pre-screened and trained pool of workers. Boston and Transitional Employment Enterprises (TEE) are developing mid-level managerial positions in concert with an executive search firm. The Southern Worcester SDA is hosting employer breakfasts to help dispel older worker myths. In another Boston program, Operation ABLE is working with the Greater Boston Chamber of Commerce to develop a Boston Compact-like partnership to enhance the recruitment, training and retraining of older individuals; and ABLE is also creating an automated office skills training program. The New Bedford/Cape Cod SDA has identified 17 Cape businesses in growth industries who will work with a marketing strategist and a team of older worker advocates to generate job opportunities and responsive company policies. And in Franklin/Hampshire counties, three Home Care Corporations have hired consultants to work directly with small to medium-sized firms to explore job-sharing, flextime and other workplace changes. For more information about the Challenge Grants, contact Pamela Wescott at OTEP, (617) 727-2252. □

Information Sources on Pregnant and Parenting Teenagers: A Resource Center Bibliography

The publications listed in this bibliography are available on loan from the Resource Center. Call Juli Harris at (617) 727-2252 for borrowing information.

1. Alliance for Young Families,
The Teen Parent Family Support Project

2. Alliance for Young Families,
Uncertain Futures: Massachusetts' Teen Parents and Their Children

3. Aronson, Julie, et al,
Pregnant and Parenting Teenagers in Massachusetts: Planning Comprehensive Programs to Increase Self-Sufficiency

4. Branch, Alvia,
Building Self-Sufficiency in Pregnant and Parenting Teens

5. Brindis, Claire,
Continuous Counseling: Case Management in a Comprehensive Teenage Pregnancy and Parenting Project

6. Cartoof, Virginia G.,
Characteristics of the Population Served by the Young Parent Initiative

7. Chelimsky, Eleanor,
Teenage Pregnancy: 500,000 Births a Year But Few Test Programs

8. DeJong, William,
Adolescent Parenthood; Developing a Comprehensive Community Planning Guide Around the Issue of Teenage Pregnancy

9. Emery, Jill Houghton,
Employment-Focused Programs for Adolescent Mothers

10. Evans, Judith L. and Shelby H. Miller,
Good Beginnings: Parenting for Young Parents—An Adolescent Parenting Education Curriculum

11. Franz, Sharon,
A Survey of Primary Pregnancy Prevention Activities for Early Adolescents in Six Cities

12. McGee, Elizabeth,
Too Little, Too Late: Services for Teenage Parents

13. McGee, Elizabeth,
Training for Transition: A Guide for Training Young Mothers in Employability Skills

14. Mott Foundation,
Teenage Pregnancy: An Update and Guide to Mott Foundation Resources

15. Polit, Denise et al,
Final Impacts from Project Redirection: A Program for Pregnant and Parenting Teens

16. Polit, Denise F.,
Building Self-Sufficiency: Guide to Vocational & Employment Services for Teenage Parents

17. Quint, Janet C. and James A. Riccio,
The Challenge of Serving Pregnant and Parenting Teens

18. Saunders, Laura W.,
"How Will I Support My Baby?": Administrator's Guide to Vocational Programming for Adolescent Parents

19. Wallis, Claudia,
Children Having Children: Teen Pregnancy in America



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INFOREACH

VOL. II No. 3

THE EMPLOYMENT AND TRAINING NEWSLETTER

December 1987

OTEP/DES MERGER UNDERWAY

The process of consolidating employment and training services in Massachusetts took an important first step this fall when Joseph D. Alviani, Secretary of Economic Affairs, announced the merger of the Office of Training and Employment Policy (OTEP) with the Division of Employment Security (DES) effective January 1988. Secretary Alviani notified the Commonwealth's Private Industry Council chairs by letter that the merger was approved by Governor Michael Dukakis and that it "...will create a unified focal point for employment related training and job placement activities in the Commonwealth."

Marlene Seltzer, director of DES, will head the new agency, which is expected to be renamed to reflect the expansion of services. Catherine Stratton, the director of OTEP and Associate Secretary of Economic Affairs, will continue her work on special projects for Secretary Alviani.

In order to make the transition a smooth one, Marlene Seltzer established five workgroups to develop recommendations on the shape of the new agency: MIS/Evaluation; Finance; Field Management; Training and Technical Assistance; and Policy, Planning, Special Projects and Program Development. Each workgroup was composed of OTEP and DES staff as well as representatives from the Service Delivery Areas and the Employment Service's regional offices. The workgroups met on a weekly basis from October through December to identify current procedures and practices in both agencies, propose interim changes in these practices if necessary, and develop a final report on

recommendations for the future.

OTEP staff received weekly updates on the progress of each group that helped allay many of the initial concerns regarding the merger during this transition period. The workgroups proved especially helpful in providing a framework for understanding the various functions performed by DES and OTEP and for identifying areas of similar responsibility. In addition, the executive committee of the SDA Directors Association has met regularly with Marlene Seltzer to identify immediate issues and priorities among the SDAs. Both Secretary Alviani and Director Seltzer have made clear their commitment to preserving the current decentralized delivery system of job training services.

Each staff member of OTEP received a letter from Marlene Seltzer in November that expressed her aim of completing the merger efficiently and without disruption. The letters assured staff of the continuation of job functions and benefits throughout the merger. Non-management personnel were also told that "there will be no reduction in force nor any change in job title and any proposed changes in work assignments will be discussed in advance with the individual staff member." All OTEP staff have been encouraged to apply for positions in DES. Although management personnel are not guaranteed a position after January

Continued on page 2

SDA DIRECTORS UNVEIL STATEWIDE REPORT

Under the leadership of Harry MacCabe, President of the Massachusetts Job Training Directors Association, the Service Delivery Area offices recently produced their first systemwide report. In its 36 pages, the publication summarizes the wide range of job training programs offered across the state.

The new report was unveiled at a special reception for Private Industry Council chairs, legislators, mayors and other government officials at the Parkman House in Boston in late October. During the event, which was hosted by Boston Mayor Raymond Flynn and catered by culinary arts trainees from the Northshore and Boston SDA offices, Mr. MacCabe thanked the many individuals who participated in designing the highly successful job training programs. "The support of government and business leaders is essential to the continued viability of our efforts to provide

Continued on page 2

IN THIS ISSUE

OTEP/DES Merger Underway	1
SDA Directors Unveil Statewide Report	1
Fiscal Management Notes	2
Information Exchange	3
Commonwealth Futures Expands	5
Older Worker Program Receives National Grant	6
Washington Update	7
Firmstart Project Begins	8

SDA Report, continued from p. 1

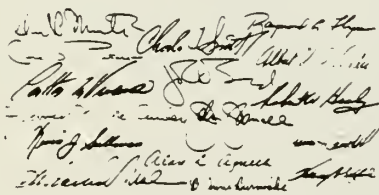
employment and training opportunities for all the citizens of Massachusetts," noted MacCabe.

PIC chairs and designated local elected officials provided introductory remarks for their respective sections of the report. "There is no concern greater to the chief elected official of a community than its economy and employment of its citizens. Our job training partnership is stabilizing the economy and putting people to work in occupations that assure them of a good income and a solid future," wrote Springfield Mayor Richard E. Neal in the description of the Hampden County Employment and Training Consortium. The publication also includes an overview of statewide organization and performance.

The Massachusetts job training system ranks first in the nation in placement wages, with clients starting at an average hourly wage of over \$6.62. In addition, seven out of ten adults who complete training enter employment in banking, health care, construction, high technology and hundreds of other occupational categories.

If you have not already received a copy of the "Massachusetts Job Training System, Fall '87" Report, please contact your local SDA or Harry MacCabe, Executive Director of Northshore Employment Training in Lynn at (617) 595-0484. □

MASSACHUSETTS JOB TRAINING SYSTEM



FISCAL MANAGEMENT NOTES

As part of OTEP's ongoing Fiscal Management Technical Assistance and Training Project, Robert Lloyd, the project consultant and a contributing writer to InfoReach, conducted a training session for OTEP Regional Management staff in September. The training focused on three major areas: 1) providing on-site technical assistance to SDAs in audit readiness, 2) improving monitoring efficiency and effectiveness and 3) improving SDA contracting techniques.

During the past year and a half, Lloyd has visited each of the 15 Service Delivery Areas to discuss cost allocation, multi-grant management and other specific issues. Building on the interest of local and state staff to convene a fiscal officers workgroup, Lloyd consolidated the SDAs' concerns and facilitated the development of an agenda for ongoing discussion and problem solving. He spoke at the first quarterly fiscal officers meeting in July and at the second in November, where he presented contract formats and the elements of successful grant agreements. As part of his work with the state, Lloyd is developing a simplified contract document that SDAs can adopt, whole or in part, for use with vendors. □

◀ *Spotlight on programs and performance: Each of the 15 Massachusetts Service Delivery Area offices are profiled in the job training system's first statewide report.*

OTEP/DES Merger continued from page 1

1st, it is expected that many will continue in the new agency.

A comprehensive, full service employment and training system has been a major goal for the state's policymakers and agency heads over the past several years. The Commonwealth Employment Forum in 1985, statewide hearings by the Joint Legislative Committee on Commerce and Labor in 1986, and most recently the work of the Cabinet Level Education and Employment Coordinating Council have all called for a simplified, consolidated system that will better serve the citizens of the Commonwealth. The OTEP/DES merger is expected to be instrumental in making this goal a reality. □

INFOREACH is published for all those interested in Massachusetts' employment and training programs and services. For information, or to receive copies, contact:

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(617) 727-2252

Information Exchange

Past issues of InfoReach have featured a specific theme for the Information Exchange section such as education coordination models or summer employment programs. Following this holiday period, however, the Exchange offers a "grab bag" of news items that reflects the variety of training activities statewide.

Gardner SDA

The high enrollment and performance of the ET Choices program in Northern Worcester County is due in no small part to the activities of the 25 member welfare task force. Chaired by Keith Hensley of the Montachusett Region Private Industry Council, the group includes representatives of displaced homemaker programs, SDA contractors, supported work programs, the local community college, the Employment Network within the Division of Employment Security and the Department of Public Welfare. "We've focused on coordination issues," said Hensley, "and as a result we have a more consolidated system that produces a lot of cross referrals."

Creative marketing has been another of the task force's strengths. This year, the task force organized its second annual holiday fair in Fitchburg that brought families together with program operators. Santa Claus and his elves were featured alongside career training options, and the children of participants received candy canes and Polaroid snapshots of their poses with Saint Nick. The fair attracted more than double the 1300 attendees last year. Community support was so strong that the task force didn't need to spend any money whatsoever. Area manufacturers and retailers donated door prizes, the DPW central office and Polaroid supplied the film, several contractors donated cash, the local bus company gave free rides to fairgoers and two parking garages offered validated parking.

Fall River SDA

The Bristol County Training Consortium is now co-located with the Division of Employment Security in order to provide clients with better coordination of services. Employers and job seekers alike are reaping the benefits of convenient

During the panels and workshop discussions, participants addressed the critical need to raise the literacy levels of young women in order to allow them to meet the demands of technological change in the workplace.

— Norwood

service centers in Fall River and Attleboro. The staff of DES and BCTC work closely together, filling employers' job orders with qualified applicants and training workers to match employers' needs. Now a firm with pressing personnel requirements can fill job openings with one call. With staff working together in the same office, and clients referred to appropriate services from a central point of entry, "one-stop" training and employment services are finally available in the Attleboro/Fall River area.

Norwood SDA

The Metro South/West Employment and Training Administration coordinated a youth conference, "Literacy and Economic Success for Teenaged Women," in December at the Best Western Royal Plaza Hotel in Marlborough. The event was sponsored by the Women's Bureau and the Employment and Training Administration of the U.S. Department of Labor, Region I.

During the panels and workshop discus-

sions, participants addressed the critical need to raise the literacy levels of young women in order to allow them to meet the demands of technological change in the workplace. The conference also showcased model programs between business and education such as those at Polaroid, TJ Maxx, New England Telephone and Prime and discussed ways to implement additional programs. Paul Harrington,

Labor Market Analyst at Northeastern University, presented statistics on poverty, family structure and educational attainment in New England and the U.S. Despite low unemployment, Massachusetts has seen an increase in the poverty rate, particularly among female headed households.

One of the conference highlights was a panel of four teen women who discussed their individual experiences

with becoming young mothers, leaving school, participating in training programs or joining the Job Corps. Their input also provided important perspectives for the small group meetings, which focused on improving programs for teen parents, the handicapped, Hispanic and rural populations. The teens' testimony emphasized the importance of including esteem-building and life skills components in the early grades of a school curriculum.

Worcester SDA

The Worcester City Manager's Office of Employment and Training has added a number of interesting adult education models to its array of training programs. Through a state Department of Education grant, the office is conducting an English-as-a-Second Language program for inmates at the Worcester County House of Corrections and another ESL course at a local tool and die firm. Company employees receive paid time off for a portion of their class work. The Worcester office also operates one of Massachusetts' 15 workplace education models,

funded through the state Department of Labor, Department of Education and the Executive Office of Economic Affairs. Eligible city employees at Worcester City Hospital and Belmont Nursing Home receive onsite adult basic education instruction along with peer support and tutoring. Labor and city management collaborated extensively during the planning process and generated significant local resources to help support the program.

Cambridge SDA

The management information staff at Employment Resources, Inc. spent the latter part of 1987 involved in a project that has brought benefits to the entire state job training system. The main computer that processes all state MIS data, located at ERI, was substantially upgraded for faster information retrieval. The system tripled its workload capacity and now also has safeguards to protect it from going down. A "giant computerized battery pack" has been installed, according to Lou Simons, ERI Vice President of

Administrative Systems, that enables the system to measure the amount of incoming electricity and adjust the flow if necessary. The computer will continue to run for a while even if all electricity goes off, and a new "logic component" will shut the system down in an orderly fashion if the power is off for an extended period.

Lynn SDA

Northshore Employment Training will be

prevention initiative. Futures for Lynn Youth (FLY) will provide educational information and emotional support to youth in grades K-6 and practical peer motivation and education programs, as well as "hands-on" education and training opportunities, for grades 7 and above. A "Choices" program for youth aged 16-19 who are re-entering the system will combine unsubsidized employment and high-support services. The Business Education Foundation, a consortium of business, education and government leaders, will oversee the program in

concert with the North Shore Private Industry Council. Organized in June 1986 by the North Shore PIC and the City of Lynn, the Foundation has raised more than \$700,000 towards improving the educational growth and development of Lynn's youth.

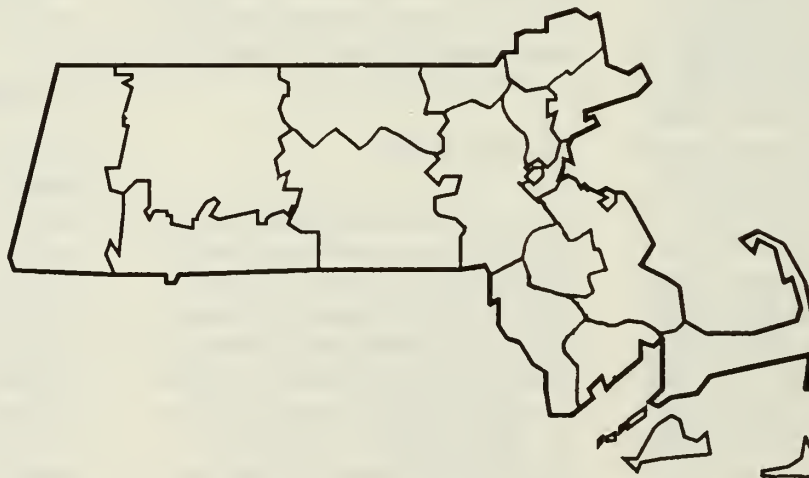
NET's culinary arts program was in great demand during December. The trainees catered several holiday functions throughout the

North Shore, including parties for NYNEX's Lynn office and the Division of Employment Security's central office in Boston. □

Labor and city management collaborated extensively during the planning process and generated significant local resources to help support the program.

— Worcester

participating in the new Commonwealth Futures program for Lynn, one of six communities recently selected for the second round of the state's dropout



COMMONWEALTH FUTURES EXPANDS

Commonwealth Futures, the primary dropout prevention initiative in Massachusetts, was formally launched in January 1987 with \$1 million in state funding and a strong commitment from Governor Dukakis. By convening broad-based, interagency community planning teams, Futures provides the structure for a comprehensive statewide strategy to deal with dropout prevention and re-

entry. Re-entry means not only returning young people to conventional high schools, but also helping them to take advantage of alternative education and training pathways that can lead to employment, post-secondary education, or training.

Commonwealth Futures strives to help localities with the highest proportion of at-risk youth devise and implement long-term educational and employment strategies. As incentives to create better alliances among education, job training, business and youth-serving agencies, communities receive customized technical assistance from Futures staff and share their own experiences and ideas through networking. In addition, participants become eligible to receive supplementary project funding. Finally, this coordinated approach simplifies the bureaucratic tangle that the local level usually encounters. "We hope that the planning format we've developed will one day enable communities to submit a single, coordinated application for dropout prevention programs and receive a single, coordinated state response," said Futures Project Director Al McMahon.

Last year Brockton, Boston, Chelsea, Pittsfield, Fall River and Lawrence were selected to participate in the first round of Commonwealth Futures. These six

communities recently completed the development of their first year comprehensive community-wide plans and received additional grant awards ranging from \$175,000 to \$375,000. "It's amazing what these communities have been able to accomplish in less than one year," commented Robert Schwartz, Education Advisor to Governor Dukakis, whose office is one of many Futures

Commonwealth Futures strives to help localities with the highest proportion of at-risk youth devise and implement long-term educational and employment strategies.

sponsors. The program is also supported by the Edna McConnell Clark Foundation, the state offices of Education, Economic Affairs and Human Services, the Division of Employment Security and Brandeis University.

In October, eleven communities submitted applications for participation in the second round of Commonwealth Futures. After thoughtful review, six cities were selected.

■ Fitchburg's proposal includes early intervention in the elementary and middle school grades by promoting self-awareness, career exploration, and decision-making.

■ Greenfield's strong collaborative team created two sets of preventative approaches for Grades 6-12 and preschool

through fifth grade.

■ Lowell's plan features a junior high intervention program, an in-school cluster program for ninth graders, and "Continuing Connections" for students who have already dropped out.

■ Lynn has developed the concept of "FLY" (Futures for Lynn Youth) as a community-wide strategy to bring new educational and life skills services to students in grades K-12 and to create a high support program for returning dropouts.

■ New Bedford's plan, which has received substantial local resource commitments, includes establishing a management information system to identify youth, developing a service inventory and organizing case management teams.

■ Worcester's proposal highlights minority involvement and an emphasis on "whole youth" concerns.

The city of Springfield has also received approval to begin the community-wide planning process and will be conducting its own fundraising to implement the plan.

During the first phase of the four year cycle, Futures has proven to be a highly effective and innovative project that has attracted national attention. It was recently nominated for a Job Training Partnership Act Presidential Award as an exemplary program. Results of the competition will be announced early in 1988. For more information on Futures, contact Al McMahon or Terry Grobe at (617)727-0806. □

OLDER WORKER PROGRAM RECEIVES NATIONAL GRANT

In late October, Massachusetts was selected as one of five recipients of a technical assistance grant by the U.S. Department of Labor and the National Council on Aging. More than ninety localities nationwide applied for the designation as a Prime Time Demonstration Site. The other participating areas are California, Wisconsin, New Jersey, Chicago and Atlanta.

Massachusetts will use the technical assistance available through NCOA to expand the concept of the Employer Challenge Grant Initiative. Now in its second year, the Employer Challenge portion of the JTPA Older Worker grant aims to improve workplace practices and create more job opportunities for people aged 55 and above. The "peer-to-peer employer education model, developed through employer roundtables in several Service Delivery Areas, was cited as a major highlight of the Bay State proposal.

By working with the six demonstration sites, NCOA aims to document barriers to older workers and later make recommendations at the national level about plausible changes in the JTPA 3% grant structure.

Massachusetts is currently shaping a technical assistance plan appropriate for the Employer Challenge program. To begin that process, the NCOA Prime time Project Manager visited Boston in mid-November to attend an employer roundtable training session for SDAs and subcontractors that was co-sponsored by Operation ABLE.

In addition to specific technical assistance, all Prime Time sites will have

extensive visibility through publications and an opportunity to meet with national corporations interested in hiring older workers. A training manual and case book will be produced for each area that describes local program development and

"best practices" to help others learn from these model experiences. During the Spring of 1988, the NCOA annual conference will feature a full day devoted to the Prime Time programs. □



Business representatives and staff from older worker employment programs convened in October for an "Employer Challenge Forum" at the Bay Bank executive office in Burlington. Co-sponsored by OTEP and Operation ABLE of Greater Boston, the meeting highlighted successful initiatives involving the recruitment, training, placement and retention of mature workers.



Washington Update



By Robert Lloyd
Contributing Writer

A number of policy developments in Congress and among the federal agencies this past summer have future implications for the way that the Commonwealth, Service Delivery Areas and service providers will operate in the fiscal management arena. Some of their effects are certainties while others involve proposals that are in some stage of review. The following is a quick summary of the major ones to watch.

■ On May 29, the Office of Management and Budget issues a final version of rules governing non-procurement suspension and debarment. These rules have implications for any organization or person working on federal grants. The rules provide that an organization or individual (grantee, subgrantee, contractor, employee) that has violated federal laws, regulations or agreements can be excluded from participation in federal programs for a period of up to three years by a Federal agency. While the violations have to be serious in order for the action to be taken, the new government-wide rules mark a couple of significant departures. First, they require that federal agencies share information about debarments and that a government-wide list be periodically published. Subsequently, any organization that "does business" with a debarred organization or individual can then be debarred itself. Second, the rules use a much more surgical approach to what the federal government might consider to be bad grants management by providing for removal of the specific violator rather than interruption of funds to the grantee. The rules appeared in the May 29, 1987 Federal Register; copies are available in the OTEP Resource Center.

■ On August 10, OMB and 23 Federal grant making agencies closed out the public comment period on the pending

proposal to revise OMB Circular A-102, Uniform Administrative Requirements for Assistance to State and Local Governments. The current circular has served as the basis for most of the federal agencies' grant administration rules since 1971. It is not currently applied to Job Training Partnership Act funds or to block grants authorized by Congress under the Omnibus Budget Reconciliation Act of 1981. However, some commenters, including OTEP, have suggested such application in order to re-establish uniformity among the grant administration requirements of multiple programs. OMB and the agencies will review the comments and must issue final uniform rules by March 10, 1988 under a schedule ordered by President Reagan. For a copy of the proposed circular and common rule or of comments submitted to OMB and Labor Department by OTEP, contact the Resource Center.

■ On June 24, OMB began the process of revision of its Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Universities, Hospitals, and Other Non-profit Organizations. The agency solicited public comments concerning issues "important to businesslike management of Federal assistance" to those entities and outlined a review process that is likely to be similar to the one used to overhaul Circular A-102 for governments. One very important issue that is likely to be addressed in the A-110 review will be the nature of the audit requirement that is to be imposed on non-profit groups that receive federal assistance funds. The relationship between that requirement and the ones that have been developed under the Single Audit Act of 1984 have been a source of continuing disagreements among federal agencies and between them and grant recipients and contractors at the state and local levels. OMB gave no deadline for submission of the comments in its Federal Register announcement but is expected to move

onto A-110 as soon as it completes the work on A-102.

■ Early indications are that most affected governments are complying with the requirements of the Single Audit Act of 1984, according to the first required report on implementation of the statute that the Office of Management and Budget had to submit to Congress June 5. Since the report only captured about 4,000 grantees whose fiscal years fell within the reporting period, OMB contended that it is still too early to determine whether implementation has been successful. Where there have been problems, it noted, those revolved around the failure of some auditors to follow the correct guidance and the absence of well-developed audit findings on which to base audit resolution.

■ Legislation being considered in the U.S. Senate may alter the methods that the federal government uses to disburse grant funds to states. S. 1381 (The Intergovernmental Financing Act of 1987) would require the federal government to pay the Commonwealth interest on state funds that are used to pay federal grant costs while it awaits payment. On the other side, the legislation would require the state to pay interest on federal funds that it draws and holds in advance of when the funds are actually needed for disbursement. This would be regardless of whether the state earns any interest by short term investment of the funds. As proposed, the bill does not mention how advances to subgrantees or contractors would be affected. A Senate Governmental Affairs subcommittee held a hearing on the proposal July 22 during which it received generally supportive testimony from the Treasury Department, the General Accounting Office, and state officials who have been involved in federal pilot projects that have been designed to assure that there are no winners or losers in the transfer of federal funds. □

FIRMSTART PROJECT BEGINS

Massachusetts has received a grant of \$150,000 from the U.S. Department of Labor to support FIRMSTART, a project that is examining the feasibility of self-employment as an option for disadvantaged individuals. In conjunction with the Corporation for Enterprise Development in Washington, D.C. and job training experts in New Jersey and Michigan, the project will determine what conditions are necessary to foster successful microenterprises.

Each of the three states will examine ways in which its laws and regulations help or hinder self-employment as well as existing programs which help people

learn basic business methods, write a business plan, and find financing, if needed.

Project Director Bonnie Dallinger is serving as overall coordinator as well as director of the Massachusetts component. Dr. Christine Green, consultant to FIRMSTART, is working on research design and coordination for all project participants.

Massachusetts has also received a grant from the German Marshall Fund of the United States which will enable a small group of representatives from the Department of Labor, Congress and the

participating states to visit programs that are operating successfully in the United Kingdom and Europe and to determine whether they can realistically be replicated in the U.S.

The FIRMSTART study will conclude in mid-1988 with a national conference and publication of a technical assistance guide and appendices. Those products, designed for state policymakers and program operators, will recommend steps to implement a self-employment option as part of a comprehensive training strategy.

Employer Challenge Program Ceremony



The August class of the Jewish Vocational Service's Employer Challenge program poses following graduation ceremonies in Quincy. The financial services training program, operated in conjunction with the South Coastal and Metro South/West SDAs, prepared more than 50 men and women aged 55 and above for jobs with banks, insurance companies, credit agencies and mutual funds offices. Appearing with the graduates are (back row, left) Barbara Rosenbaum, JVS Executive Director and Cynthia Davis, JVS Business Liaison. Back row, 4th from left: Susan Wobst, Coordinator of JVS Employment Programs; David Breen, Deputy Associate Secretary of Economic Affairs; Brenda Berlin, trainer; and Paul Ricca, Director of the South Coastal Career Development Administration.

Notice to Information Sharing Network

The schedule and agenda for 1988 meetings are being revised. Notices regarding future activities will be forthcoming.

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